

# GUIDANCE FOR BOARD MEMBERS

## Verdugo Jobs Center Services During COVID-19

- **Job search assistance:** The VJC is virtually providing job seekers with job placement services. Additionally, individuals whose jobs have been impacted by COVID-19 may be eligible to receive assistance with rent, utilities, and other expenses. Job seekers can call the VJC's front desk at **(818) 937-8000** or send an email to **AskVJC@GlendaleCA.gov**, and they will be connected with a case manager who will assist them.
- **Resume and cover letter preparation:** People needing help with this can call the VJC's front desk at **(818) 937-8000** or send an email to **AskVJC@GlendaleCA.gov** to be connected to a case manager who can assist them virtually. We will be adding a virtual workshop to our website by the of the month for clients to access at any time.
- **Training and professional development:** At this time, most training opportunities are limited to remote classroom training options. Individuals interested in training can call the front desk at **(818) 937-8000** or email **AskVJC@GlendaleCA.gov** to learn about options currently available to them.
- **Recruitments:** The VJC can virtually assist employers with finding candidates for their job openings at this time. Temporary or permanent full-time employees are available, including subsidized employment to cover all or a portion of their salaries. Employers can call Tina Hartyon at (818) 937-8080 or email [VJCRecruitments@glendaleca.gov](mailto:VJCRecruitments@glendaleca.gov).
- **Unemployment Insurance (UI):** In general, the VJC encourages everyone who has lost their job to file for UI. The VJC encourages people to refer to the [EDD's UI webpage](#), which includes detailed guidance on filing a claim. Our EDD partners at the VJC are not connected to UI, and cannot answer questions about specific claims. Information on how to contact the EDD to receive UI claim support is located on the EDD's [Contact Us webpage](#).
- **Pandemic Unemployment Assistance (PUA):** In general, the VJC encourages independent contractors, the self-employed, and those whose regular UI benefits have been exhausted to apply for PUA. The VJC encourages people who need guidance about this program to refer to the [EDD's PUA FAQs webpage](#).
- **Rapid Response:** Businesses considering layoffs are strongly encouraged to call the VJC front desk at **(818) 937-8000** or email **AskVJC@GlendaleCA.gov**. Our Rapid Response team will contact them within one business day to provide information on access to capital, assistance programs, employee resources, and other COVID-19 impact mitigation resources.
- **Other:** The VJC's [COVID-19 Information for Workers](#) webpage contains additional relevant information including FAQs about UI, continuing health coverage, applying for benefits, and more. The VJC's [COVID-19 Information for Businesses](#) webpage includes information on accessing capital, and other resources. The VJC's Twitter, Facebook, Instagram, and LinkedIn accounts are active and linked on [verduggjobscenter.org](http://verduggjobscenter.org).